

## REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) 2. DATE OF BIRTH 3. REQUEST NO. 4. DATE OF REQUEST

5. NATURE OF ACTION REQUESTED:  
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)

**Termination of Contract**

6. EFFECTIVE DATE  
A. PROPOSED:

**30 June 1953**

7. C. S. OR OTHER  
LEGAL AUTHORITY

B. APPROVED:

B. POSITION (Specify whether establish, change grade or title, etc.)

**Expert - Machine Indexing Project**

FROM—

**8. Temporary Expert**

**9. \$30. per day**

10.

8. POSITION TITLE AND  
NUMBER

9. SERVICE, GRADE, AND  
SALARY

10. ORGANIZATIONAL  
DESIGNATIONS

11. HEADQUARTERS

12. FIELD OR DEPARTMENTAL

TO—

FIELD

DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

**Machine Indexing Project terminates on 30 June 1953.**

B. REQUESTED BY (Name and title)

**W. L. Peel, Management Officer**

D. REQUEST APPROVED BY

Signature:

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Title: **S. H. Saunders, Comptroller**

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT
				DISAB. OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL

15. SEX  
16. RACE

17. APPROPRIATION

FROM:

TO:

18. SUBJECT TO C. S.  
RETIREMENT ACT  
(YES—NO)

19. DATE OF APPOINT-  
MENT AFFIDAVITS  
(ACCESSIONS ONLY)

20. LEGAL RESIDENCE

☐ CLAIMED ☐ PROVED  
STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY			

I RESIGN FOR THE FOLLOWING REASON:

DATE \_\_\_\_\_

MY LAST WORKING DAY WILL BE \_\_\_\_\_ (SIGNATURE)

## 24. SEPARATION DATA

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS:

(STREET)

(CITY)

(ZONE)

(STATE)

## BRIEF DESCRIPTION OF DUTIES

## QUALIFICATIONS

EDUCATION

(If pertinent)

AGE RANGE \_\_\_\_\_ SEX \_\_\_\_\_

Essential:

Desired:

ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)

DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)